

United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

DUTY LOCATION: Seattle

2. POSITION NUMBER  
0017300

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Budget Analyst	GS	0560	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

c. Fiscal Management and Planning Unit

g.



d. Office Of Management Programs

h. EPAYS Organization Code: 91023008<sup>9</sup>

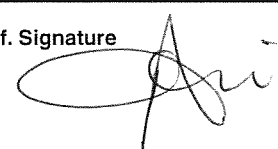
8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] A Team Leader® This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Russ Harmon, Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor Julie Hagensen, Director, Office Of Management Programs	
b. Signature 	c. Date 8/10/07	e. Signature 	f. Date 8/10/07

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential. ~If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act ~ Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code
d. Bargaining Unit Code	e. Check, if applicable: ~ Medical Monitoring Required ~ Extramural Resources Management Duties (____% of time) ~ This position is subject to random drug testing ( )	f. Signature 	g. Date 8-10-07

11. REMARKS: Reorganization

PH: 00017300  
eff 3/6/05

EPA Region 10  
**Position Description Coversheet**  
OMP-2005-N-0019

DUTY LOCATION

POSITION NUMBER

**CLASSIFICATION ACTION:** State the standard, series and date, used to classify this position.

Name of Employee

Official Allocation Title

**BUDGET ANALYST**

Service. GS Series 0560 Grade 14 CLC

Organizational Title of Position (if any) **BUDGET ANALYST**

Organization

91023008

Office of Management Programs

Finance Unit

Seattle, Washington

**SUPERVISORY/MANAGERIAL DESIGNATION**

**S.** First or Second level supervisor; An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

**A.** An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

**M.** A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

**B.** A management official (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

**T.** "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.

**E.** None of the above applies. This is a non-supervisory/non-managerial position.

**SUPERVISORY CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Requesting Supervisor

Office Director

Name

Date

*Dennis J. Smith* 3/3/05

Name

Date

*Kathryn W. Davis* 3/3/05

**OFFICIAL CLASSIFICATION CERTIFICATION**

1. This position has no promotion potential

Fair Labor Standards Act

2. If position develops as planned and

employee progresses satisfactorily, this

## **GS-560-14 STANDARD POSITION DESCRIPTION**

### **BUDGET ANALYST, GS-560-14**

Incumbent serves as the Budget Officer in the Budget Office of the Comptroller Branch, Office of Management Programs.

#### **CORE DUTY STATEMENT:**

Develops, coordinates, and/or maintains an integrated system of financial services, including accounting, budgeting, and management-financial reporting. Exercises control over the financial resources of the organization. Coordinates and synthesizes financial and management data to interpret operations results to all management levels. Advises on, develops, coordinates, and carries out financial policies, procedures, and plans. Reviews, analyzes, evaluates, and reports on financial issues and provides advice to management for setting goals, objectives and making decisions regarding these issues.

#### **SPECIFIC MAJOR DUTIES:**

1. Provides expert advice to the regional support responsibility center (RC) managers in the development of budget requests and related supporting documentation.
2. Coordinates, formulates and monitors the execution (i.e. obligation and expenditure of resources against approved budgets in several appropriations) of the regional support budget, which covers all regional services and goods provided to all employees. Recommends adjustments, such as redistribution of funds among the regional support RC managers, in response to program changes and funds available. Reviews the status of funds and rate of expenditure for each appropriation and each regional support RC manager. Conducts analyses of funds utilization on a scheduled basis and prepares reports using graphs, spreadsheets or written documentation.
3. Audits, analyzes, and reconciles financial data generated by the integrated financial management system (IFMS) for funds control and to assure compliance with congressional, agency and regional policy and guidance.
4. Surveys the regional support budget operating procedures to determine the need for system improvement and refinement. Applies the Management and Accounting Reporting System (MARS) for report preparation.
5. Expert knowledge of the full-time equivalency (FTE) personnel ceiling process. Works with the regional program contacts to update and maintain the FTE automated tracking system. Ensures FTE system is updated on a scheduled basis, all data entries are accurate and output reports are comprehensive, accurate and timely.
6. Works with the "Managing to FTE" PC&B/FTE projection process. Collects, verifies and distributes a variety of information as required by program contacts to formulate "managing to FTE" staffing plans. Performs oversight of submitted plans by identifying errors, omissions or deficiencies. Compiles, displays and performs analysis of data.
7. Performs complex budget administration duties and studies. Compiles narrative and statistical budget material and develops briefing materials and special reports for internal and external purposes.
8. Other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION** Level 1-9, 1850 Points

Mastery of the principles, concepts, laws, and regulations of financial administration or budgeting sufficient to generate new concepts and methodologies in the field or to theorize, plan, and direct entire financial or budgeting systems for broad, emerging, or similarly critical large-scale department/agency wide programs of national or international scope where no precedents exist.

#### Other Knowledge, Skills, and Abilities Required:

1. Knowledge of agency, congressional and OMB budget processes, procedures, and regulations which govern budgeting in the agency.
2. Knowledge of and skill in applying the principles and practices of budget formulation to review, edit and consolidate budget estimates.
3. Skill in analyzing, interpreting and evaluating complex financial/budget data.
4. Comprehensive and substantive knowledge of agency and regional programs. Detailed knowledge of workforce composition, goals and objectives.
5. Skill in writing brief factual financial and/or budget reports.
6. Skill in using computer programs such as computer graphics, spreadsheets, etc.

#### SUPERVISORY CONTROLS Level 2-5, 650 Points

The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the organization. The employee is responsible for a significant program or function. The employee defines objectives, interprets policy promulgated by authorities senior to the immediate supervisor, and determines their effect on program needs. Additionally, the employee independently plans, designs, and carries out the work to be done. The employee is a technical authority.

#### GUIDELINES Level 3-5, 650 Points

Guidelines consist of such items as broad policy statements, basic legislation, laws, tax regulations, and agency goals. Often the guidelines originate with more than one Federal department or agency. They may require extensive interpretation to effect agency-specific policy statements, regulations, and instructions that are free of ambiguous and conflicting or incompatible goals and objectives. Employee must use judgment and ingenuity and exercise broad latitude in interpreting the intent of applicable guidelines.

#### COMPLEXITY Level 4-6, 450 Points

Work consists of analyzing, planning, scheduling, and coordinating the amount, sequence, and timing of actions in all phases of budgeting needed to formulate the budgets for multi-year substantive programs. Assignments require the need to develop and submit requests to OMB and/or Congress for appropriations, reapportionment, deferrals, rescissions, and borrowing from the U.S. Treasury. Decisions and recommendations address undefined issues that require much consideration and extensive analysis of the immediate and long-range implications of any action.

#### SCOPE AND EFFECT Level 5-6, 450 Points

Work involves planning, developing, and carrying out vital programs that are essential to the mission of the agency or that affect large numbers of people on a long-term or continuing basis. Work typically embraces several activities or functions.

#### PERSONAL CONTACTS Level 6-3, 60 Points

Contacts include agency personnel, other agencies, contractors, private industry, and public groups.

#### PURPOSE OF CONTACTS Level 7-3, 120 Points

The purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

#### PHYSICAL DEMANDS Level 8-1, 5 Points

The work is primarily sedentary, although some walking, bending, or lifting may be required during field work.

**WORK ENVIRONMENT**      Level 9-1, 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

**TOTAL POINTS: 4240**